

**INDIANA BOARD OF VETERINARY MEDICAL EXAMINERS
VETERINARY TECHNICIAN REGISTRATION
INFORMATION AND INSTRUCTION SHEET**

Before completing and submitting your application to our office, please read all materials and information.

AGENCY ADDRESS/PHONE NUMBER/FAX/EMAIL/WEBSITE

Indiana Professional Licensing Agency
402 West Washington Street
Room W072
Indianapolis, Indiana 46204
Staff Phone: (317) 234-2054
Staff FAX: (317) 233-4236
Website: www.pla.IN.gov
Staff Email: pla8@pla.IN.gov

CONTENTS OF APPLICATION PACKET

You should have downloaded the following documents to apply for a veterinary technician registration:

Application for Registration as a Veterinary Technician
Certification of Expected Graduation form (This form is attached to your application but is no longer necessary to have completed.)
AAVSB Veterinary Technician Information Verifying Agency Form
Information and Instruction Sheet

Statutes and Administrative Rules which pertain to the practice of veterinary medicine are available to download from the Agency's website at www.pla.IN.gov.

JURISPRUDENCE EXAMINATION

All applicants for registration as a veterinary technician are required to pass a jurisprudence examination. When your application file is complete you will be notified you are eligible for the jurisprudence examination. Upon notification from the applicant to our office the jurisprudence examination is emailed to the applicant. You will have fourteen (14) days from the date the email is sent to you in order to complete the jurisprudence examination and return the "Answer Sheet" and "Jurisprudence Examination Affidavit" to our office.

The jurisprudence examination will cover the veterinary statute and rules, and the Health Professions Standards of Practice. A score of 75 or above on the examination is passing.

BASIS FOR REGISTRATION

EXAMINATION – Based taking and passing the Veterinary Technology National Examination (VTNE) through the state of Indiana.

ENDORSEMENT BY EXAMINATION – Based upon passing the Veterinary Technology National Examination (VTNE) by another state.

ENDORSEMENT – If the applicant has not taken the Veterinary Technician National Examination (VTNE), the applicant must provide proof that for the five (5) years immediately preceding filing an application with this Board that he/she has taken a state constructed examination and has

been a registered veterinary technician in a state, territory, or district of the United States having registration requirements, which are substantially equivalent.

The applicant who applies for registration under this section bears the burden of proving the requirements of the state in which the applicant is currently registered are equivalent to those requirements of the Board. The applicant shall submit any documentation, required by the Board, to determine whether the requirements of the other state are equivalent to the Board's.

TRANSCRIPTS, EXAMINATION SCORE REPORTS & STATE VERIFICATIONS MUST BE SENT DIRECTLY FROM EACH ENTITY

The Board will not be able to accept any transcripts, examination score reports or state verifications directly from the applicant. All transcripts, examination score reports and state verifications must be sent directly from those entities.

THE FAIR INFORMATION PRACTICE ACT

In compliance with IC 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBER

Your social security number is being requested by this state agency in accordance with IC 4-1-8-1. Disclosure is mandatory, and this record cannot be processed without it.

Failure to disclose your U.S. social security number will result in the denial of your application. Application fees are not refundable.

ABANDON APPLICATIONS

If an applicant does submit all requirements within one (1) year after the date on which the application is filed, the application for registration is abandoned without any action of the Board. An application submitted subsequent to an abandoned application shall be treated as a new application.

LICENSE EXPIRATION AND CONTINUING EDUCATION

All veterinary technician registration will expire on January 1 of even numbered years. Registrants are required to have completed sixteen (16) hours of continuing education acquired after January 1 of even numbered years.

Continuing education is not required for the year in which the initial registration was issued. Therefore, a person who was issued an original veterinary technician registration between the date of January 1 of even numbered year and January 1 of odd numbered year is only required to complete eight (8) hours of continuing education for the first renewal. A person who is issued an original registration after January 1 of odd numbered year is not required to complete continuing education for the first renewal.

REGISTRATION AS A VETERINARY TECHNICIAN INSTRUCTIONS

REGISTRATION APPLICATION

Mail the completed application (Page 1-3) and documentationn to the Indiana Professional Licensing Agency at the following address:

Indiana Professional Licensing Agency
Attn: Indiana Board of Veterinary Medical Examiners
402 West Washington Street, Room W072
Indianapolis, Indiana 46204

AFFIDAVIT

If you answer "yes" to any of the six (6) questions on the application, the applicant must explain fully in a signed and notarized affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date and disposition. If you have a malpractice action, provide name(s) of plaintiff(s). Letters from attorneys or insurance companies are not accepted in lieu of your statement; however they may accompany your affidavit.

FEE INFORMATION

Applicants must submit a **thirty dollar (\$30.00)** fee with their application made payable to the Indiana Professional Licensing Agency. This fee may be submitted by cash, check or money order. We cannot accept payment by credit card. **ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

PHOTOGRAPH

Applicants must submit two (2) acceptable photographs, taken not earlier than one (1) year prior to the date of application dated and signed across the back in the applicant's handwriting, "I certify that this is a true photograph of me". The photograph should be approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. No "Polaroid" type photographs, laminated photographs, laminated identification cards or group photographs will be accepted.

OFFICIAL TRANSCRIPTS

Applicants must submit an official transcript **sent directly from the school**, certified by the school or college, recording the degree earned in a program of veterinary technology.

OFFICIAL SCORE REPORT

Applicants must submit an official score report **sent directly from the American Association of Veterinary State Boards (AAVSB)** - Veterinary Technician Information Verifying Agency showing a passing score on the VTNE examination. Please contact the AAVSB for a "Score Reporting Service" form at the address listed below or you may download this form from their website. This will explain how to obtain your scores and fee information.

American Association of Veterinary State Boards
Veterinary Information Verifying Agency
380 W. 22nd Street, Suite 101
Kansas City, MO 64108
Telephone: (816) 931-1504
Toll Free: (877) 698-8482
FAX: (816) 931-1604
E-mail: info@aavsb.org
Website: <http://www.aavsb.org/TIVA/TIVAHome.aspx>

VERIFICATION OF REGISTRATION

The Verification of Veterinary Technician Registration (Page 5 of the application) must be submitted to every state where you hold or have held a registration, certification or license to practice as a veterinary technician. The verification shall include the date the applicant's registration, certification or license was originally issued and certifying whether or not disciplinary proceedings have ever been initiated or are presently pending against the applicant.

If a state examination was administered, please have the state board attach the examination subjects and scores to the verification of veterinary technician registration form. The verification of veterinary technician registration form is a part of your application. Please make copies of the form if you are registered in more than one state.

NAME CHANGE

An official affidavit indicating any legal name change or a notarized copy of a marriage certificate is acceptable if your name differs from that on any of your documents.

PROOF OF 5 YEARS OF ACTING AS A REGISTERED VETERINARY TECHNICIAN

If you have not completed the Veterinary Technology National Examination (VTNE) but have graduated from an approved program of veterinary technology and taken a state constructed examination you must submit proof of five (5) years, immediately preceding filing an application, that he/she has been acting as a registered veterinary technician in a state, territory, or district of the United States having registration requirements which are substantially equivalent to the requirements of this chapter. Documentation of your employment record for the past five (5) years may include such evidence as:

- A letter from your employer, including dates of employment and name and address of the practice.
- A letter from colleagues including dates of where you were employed and name and address of the practice.
- Any other information to prove to the Board's satisfaction that you have been employed as a veterinary technician for the past five (5) years.